



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 19, 2016
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By Vice-President Leete
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All present with the exception of President Pease and Director Graves

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There were two public comment speakers, regarding a new pool at the Community Center. A letter was provided by Rick Pierce requesting the Board form a task force to explore funding and operating a new pool at the Community Center. Vice-Chair Leete suggested the letter be referred to the Park and Recreation Committee.

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

The Chief – Congratulated the board for the awards at the California Special District Association Conference for the “District of Distinction Reaccreditation” and for the “District Transparency Certificate of Excellence”. The East Contra Costa Fire Protection District provided the report from September 2016; The East Contra Costa Fire Protection District hired new fire fighters, the month of October is Fire Prevention month and the ECCFPD Facebook page has a 4 minute video regarding the Discovery Bay Open House, also as part of the Fire Prevention month there is a program called “Fire Chief for a Day” and the chosen chief was a 1st grader.

Vice-President Leete made an adjustment to the agenda and moved item H. Presentations:

H. PRESENTATIONS

1. PG&E report on the Root-Cause Analysis for the December, 2015 gas outage in Discovery Bay. Interim General Manager provided a background of the December 2015 gas outage in Discovery Bay and the root cause analysis.
Governmental Relations Representative - Marcos Montez introduced the leadership team, Terry White, Director, Facility Integrity Management; Bennie Barnes, Director, Transmission Asset integrity; Vic Baker, Senior Division Leader. Terry White, Director, Facility Integrity Management provided the specifics regarding the root cause of the gas outage - a valve used in the process to remove this moisture was left open when it should have been closed, due to human error. The cold temperatures combined with moisture left in the gas, and a pressure reduction caused hydrates (likely ice) in the pressure control equipment at a regulator station, causing pressure variations. As a result, gas pressure varied and staff was alerted. Out of an abundance of caution, PG&E shut off gas to about 5,600 customers until the situation could be resolved. The board commented on a fail-safe system and the community alert system. Interim General Manager Kutsuris – questioned the scaling error and why the readings from the Bixler Road Station were inaccurate.

Terry White, Director, Facility Integrity Management - The explanation/fix was that there are multiple pieces of data; moisture analyzer – scaling error was off roughly 50% - SCADA system received mixed messages off by the 50%. This scaling error was part of the 10 corrective actions.

Interim General Manager Kutsuris - The District pays close to a million dollars in energy costs; requested PG&E to review the levels of costs and work with the District to possibly cut the cost by 5% or 10%.
Governmental Relations Representative – Marcos and Chief Engineer; Vic Baker will work on the request and will follow up. The board thanked PG&E for the quick response to the corrective actions.

D. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for October 5, 2016
2. Approval of DRAFT minutes of regular meeting for October 5, 2016
3. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of September 2016

Project Manager Berney Sadler – Provided the details of the September 2016 Monthly Operations Report.

Vice-President Leete – Asked when the flushing occurs - Project Manager Sadler stated flushing and manhole inspections are done in November and March.

F. BUSINESS AND ACTION ITEMS

1. Consider approval and adoption of Resolution No. 2016-17 amending the Park and Usage Rental Policy.

Interim General Manager Kutsuris – Provided a background of the Park and Usage Rental Policy, waiver provisions; suggest that the motion add the change; wording to state “prior to the approval of the permit”.

Motion by: Director Simon to adopt Resolution No. 2016-17 amending the Park and Facility Usage and Rental Policy and to change the wording to state “prior to the approval of the permit”

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

2. Consider approval and adoption of Resolution No. 2016-18 amending Facility Fee Schedule.

Interim General Manager Kutsuris – Provided the details of the Facility Fee Schedule and that there are no changes to the fees; only improvement to the language.

There was one public comment speaker regarding non-profit. Interim General Manager Kutsuris provided a background of the non-profit and that it is stated as non-resident – specifies what is the activity – and if it is in the broad community interest and if so that waiver or reduction in fee can be completed.

Motion by: Director Steele to adopt Resolution No 2016-18 amending the Facility Rental Fee Schedule.

Second by: Director Simon

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

3. Authorize the Vice-President to sign a letter recognizing and commending Mr. Matthew Morganstein, member of Boy Scout Troop 514, for receiving the highest award, the Eagle Award.

Interim General Manager Kutsuris – Provided a brief outline of the letter received regarding a Boy Scout in our community that will be receiving an Eagle Award.

Motion by: Director Simon to send a letter signed by Vice-President Leete commending Matthew Morganstein for receiving his Eagle Award.

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. PRESENTATIONS – Moved after AREA AGENCIES

1. PG&E report on the Root-Cause Analysis for the December, 2015 gas outage in Discovery Bay.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORTS – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Update on the closure of the Community Center for the Roof Replacement Project.
 - Interim General Manager Kutsuris – Provided the details regarding the closure of the Community Center during the roof removal and installation; the start date is the day after the Elections – November 9th and highly likely that the November 16th board meeting will be moved to the District office.
 - The CoCo Vote Program is at the Community Center and residents can drop off their ballots.
 - Commented on the substantial rainfall received – approximately 10% of the mean annual precipitation.
 - Commended Brian Miller and the Landscaping Staff for taking the initiative to clean up the drains in advance of the storm resulting in no flooding in the streets.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

Vice-President Leete – Provided the details from the California Special District Association Conference that he attended and the Town of Discovery Bay received the “District of Distinction Reaccreditation” and the “District Transparency Certificate of Excellence” – commended the directors and staff for this award.

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – DRAFT DB P-6 Zone CAC Record of Actions 07-13-16
2. Received – East Contra Costa Fire Protection District meeting minutes 09-12-2016

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

1. The meeting adjourned at 7:39 p.m. to the next regular meeting of November 2, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-26-2016

<http://www.todb.ca.gov/agendas-minutes>